Subject Area: ***Transportation of Hazardous Materials Offsite***

Contents: Transportation of Hazardous Materials Offsite

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

Section	Overview of Content (see section for full process)
Introduction	
1. Packaging and Shipping Materials of Trade (MOT)	• Ship and package MOT in compliance with Laboratory and regulatory requirements. • Ensure that chemical containers are inventoried and bar coded.
2. Packaging and Shipping Hazardous Material from BNL to Offsite	• Determine if chemical container is bar coded with CMS label. • Complete a DOE BNL Shipping Memo. • Ensure the material created at BNL has an MSDS. • Prepare the material for pickup and delivery to Shipping.
3. Packaging and Shipping Hazardous Material from Offsite to BNL	• Contact PPM to arrange for packaging and shipping. • Ship material.
Definitions	

Exhibits

BNL Materials of Trade (MOT) Table
DOT Materials of Trade (MOT) Hazard Classes
Transportation of Hazardous Material Off-site Flowchart

Forms

Department of Energy Brookhaven National Laboratory Shipping Memo

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

References

References

49 CFR 172.101, Hazardous Materials Table

49 CFR173.6, Materials of Trade

Chemical Management System Bar-Code Label Removal Sheet

ES&H Standard 1.3.5, Planning and Control of Experiments

ES&H Standard 1.3.6, Work Planning and Control for Operations

Guidelines for MSDS and Off-site Chemical Shipments

Hazardous Material Transportation Manual Program Description

Hazardous Material Transportation Safety Management System Description

Hazardous Waste Management Subject Area

Standard Practice Instruction (SPI) 5-05, Government Vehicles

What Hazardous Materials Regulations Apply to Materials of Trade?

Standards of Performance

Managers shall manage work to control risks and hazards, ensure customer satisfaction, and provide a benefit to BNL.

Managers shall analyze work for hazards, authorize work to proceed, and ensure that work is performed within established controls.

All staff and users shall identify, evaluate, and control hazards in order to ensure that work is conducted safely and in a manner that protects the environment and the public.

Managers shall ensure that work is planned to prevent pollution, minimize waste, and conserve resources, and that work is conducted in a cost-effective manner that eliminates or minimizes environmental impact.

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

All staff and guests shall promptly report accidents, injuries, ES&H deficiencies, emergencies, and off-normal events in accordance with procedures.

Managers shall establish, implement, and track appropriate actions to correct weaknesses in performance and areas for improvement.

Management System

This subject area belongs to the management system.

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Subject Area: ***Transportation of Hazardous Materials Offsite***

Introduction: Transportation of Hazardous Materials Offsite

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

This subject area covers the step-by-step process that BNL staff and non-BNL staff must follow to ship hazardous materials to off-site locations and from off-site locations to BNL. Shipment of hazardous materials offsite must adhere to commercial requirements, such as the International Air Transport Association (IATA) and Department of Transportation (DOT) requirements. All hazardous material shipments not designated as Materials of Trade (MOT) for offsite must go through the Procurement and Property Management Division (Traffic Office), to ensure that the shipment is made in compliance with all applicable regulations. Regulatory violations can and will result in civil and/or criminal penalties against the Laboratory and/or the individual who ships the material.

Refer to the Transportation of Hazardous Material Offsite Flowchart for an overview of the procedures described in this subject area. See the Hazardous Material Transportation Safety Management System Description for an overview of the Transportation Safety Program.

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Subject Area: ***Transportation of Hazardous Materials Offsite***

1. Packaging and Shipping Materials of Trade (MOT)

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

Applicability

This information applies to BNL staff and non-BNL staff who package and ship Materials of Trade (MOT) from BNL to an off-site location, and from an off-site location to BNL. It does not apply to materials shipped by staff in the Isotopes & Special Material Group, Procurement and Property Management Division (Traffic Office), and Waste Management Division.

Required Procedure

Certain hazardous materials, when used in direct support of Brookhaven's business, may be transferred from one location to another by a staff member for his or her own use as "Materials of Trade," i.e., hazardous chemicals or other hazardous material which will be consumed by staff member's work. The regulations for transporting MOT are much less restrictive and are based on a quantity limit for specific Department of Transportation hazard classes. See the DOT Materials of Trade (MOT) Hazard Classes exhibit. The BNL Materials of Trade (MOT) exhibit provides the quantity limits for MOT commonly used at BNL that can be transferred. For those materials that are not in the BNL MOT exhibit, but still fall under the DOT Materials of Trade (MOT) Hazard Classes exhibit, consult a Transportation Safety Department/Division Point of Contact (POC) or the Transportation Safety Officer (TSO). Contact the TSO or your Transportation Safety Department/Division POC for instructions on adding an MOT to the BNL MOT Exhibit.

Note: There are no MOT exclusions for transport of materials on aircraft.

Following these procedures ensures that the Laboratory is in compliance with the requirements in 49 CFR173.6, Materials of Trade.

BNL staff and non-BNL staff packaging and shipping MOT to and from BNL follow the steps below.

Step 1	When packaging MOT, ensure that the following conditions are met: • Incompatible chemicals are not contained in the same outer packaging (See the exhibit on Examples of Incompatible Chemicals in the Hazardous Waste Management Subject Area). • Packaging is leak-tight, securely closed, secured against movement, and protected against damage. • Packaging is as good as manufacturer's original packaging, or receptacles are secured against movement inside cages, bins, boxes, or compartments. **Note:** For example, gasoline must be in a metal or plastic container that conforms to OSHA requirements. Containers should have approval marked. • Outer packaging or receptacles are marked with the common name of the hazardous material. Outer packagings are not required for receptacles that are secured against movement in carts, bins, or compartments. • Compressed gas cylinders must have proper DOT markings (DOT cylinder type, inspection

	• Compressed gas cylinders must have proper DOT markings (DOT cylinder type, inspection date, operating pressure and manufacturer's identification stamp) and be less than 220 lbs.
	• Manifolding of cylinders is allowed if valves are tightly closed.
	• If material is Class 9 (hazardous material), contact the Transportation Safety Officer (TSO).
	• Aggregrate gross weight of all MOTs on a motor vehicle must not exceed 440 lbs.
	• A BNL vehicle is used whenever possible to transfer MOT associated with work at BNL. The driver of a BNL vehicle must follow Standard Practice Instruction (SPI) 5-05, Government Vehicles, and
	  ○ The driver must possess basic hazard information on the commodity being transported (e.g., Material Safety Data Sheet);
	  ○ The driver must read and possess a copy of the DOT Brochure What Hazardous Materials Regulations Apply to Materials of Trade?
	
	If a private vehicle must be used, the Department/Division must communicate to the driver the following requirements:
	
	• The driver must have a valid state driver's license appropriate for the vehicle being operated;
	• The vehicle must be in good mechanical condition and have a valid state safety inspection;
	• The vehicle must be insured with at least the required minimum liability insurance required by the state where the vehicle is registered;
	• The driver must obey all state and local traffic rules and regulations;
	• The driver must possess basic hazard information on the commodity being transported (e.g., Material Safety Data Sheet);
	• The driver must read and possess a copy of the DOT Brochure What Hazardous Materials Regulations Apply to Materials of Trade?
	• Reportable Quantity (RQ) must be marked on the package, if required. Contact a Transportation Safety Subject Matter Expert for assistance in determining if your package needs an RQ.
	
	Note: Contact a Transportation Safety Subject Matter Expert for assistance in preparing MOTs.

Step 2	**For hazardous material leaving site.** Determine if the chemical container is bar coded with a Chemical Management System (CMS) label. If the chemical container has a CMS bar code label and you are shipping it offsite, remove the bar code label, place it on a Chemical Management System Bar-Code Label Removal Sheet, circle the *SARA Environmental Code # 2-Sent off-site*, and send the form to the CMS Team, Building 129. **Note:** If the material will not be entirely consumed and returned to BNL within a matter of days, the CMS label may be left on the container.
Step 3	**For hazardous material entering site.** If you bring manufacturer-labeled chemical containers onsite by any method other than by standard acquisition (i.e, through Web Req), notify the CMS Team to have your chemical containers inventoried and bar coded for inclusion in the Chemical Management System.

References

49 CFR173.6, Materials of Trade

Chemical Management System Bar-Code Label Removal Sheet

Hazardous Waste Management Subject Area

Standard Practice Instruction (SPI) 5-05, Government Vehicles

Standard Practice Instruction (SPI) 5-05, Government Vehicles

What Hazardous Materials Regulations Apply to Materials of Trade?

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Subject Area: ***Transportation of Hazardous Materials Offsite***

2. Packaging and Shipping Hazardous Material from BNL to Offsite

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

Applicability

This information applies to BNL staff and non-BNL staff who package and ship hazardous material (non-Materials of Trade [MOT]) from BNL to an off-site location. It does not apply to materials shipped by staff in the Isotopes & Special Material Group, Procurement and Property Management Division (Traffic Office), and Waste Management Division.

Required Procedure

Note: A Department/Division may develop its own internal hazardous material shipping program. The hazardous material shipping program must be in compliance with the Hazardous Material Transportation Manual Program Description and Department of Transportation 49 CFR. This program must be approved in writing by the Transportation Safety Officer and the Deputy Director for Operations before any shipments.

Shipping hazardous materials in quantities greater than MOT in personal vehicles is prohibited.

BNL staff and non-BNL staff packaging and shipping hazardous material (non-MOT) from BNL for delivery to off-site locations follow the steps below.

Step 1	Determine if the chemical container is bar coded with a Chemical Management System (CMS) label. If the chemical container has a CMS bar code label and you are shipping it offsite, remove the bar code label, even if you plan to return the material to BNL at a later date, place it on a Chemical Management System Bar-Code Label Removal Sheet, circle the *SARA Environmental Code # 2-Sent off-site*, and send the form to the CMS Team, Building 129. If the material will be returned to BNL, follow the requirements in the section Packaging and Shipping of Hazardous Material from Offsite to BNL.
Step 2	All shipping must be done through the Procurement and Property Management Division (Traffic Office), Building 100, not the Upton Post Office. Fill out a Department of Energy Brookhaven National Laboratory Shipping Memo and supply the following information: • Shipping address, including street number, receiver's name, and telephone number, if available; • Quantity per container, container description, and count; • Exact chemical composition for reagent, solution, or mixture; • Chemical form, e.g., gas, solid, or liquid; • Preferred transportation mode, e.g., air or ground charge code, and Material Safety Data Sheet (MSDS). **Note:** Air transport is considerably more restrictive than ground transport.

Step 3	If the material to be shipped was created at BNL, and no MSDS exists for it, refer to Guidelines for MSDS and Off-site Chemical Shipments. Contact the Chemical Management System for assistance in developing an MSDS. The Procurement and Property Management Division (Traffic Office) will not pickup material that does not have an MSDS.
Step 4	Contact the Procurement and Property Management Division (Traffic Office), Building 100, at 344-2311 for pickup and delivery to Brookhaven's Shipping facility. To prepare the material for pickup by the Procurement and Property Management Division, package it in the original manufacturer's container (or equivalent), make sure that the material is secured and labeled, and obtain a copy of the MSDS to give to the driver. If you are delivering the material to Building 100 instead of having the Procurement and Property Management Division pick it up, fill out the On-site Transfer/Hazard Analysis Form, as described in Chapter 5 of the Hazardous Material Transportation Manual Program Description.

References

Chemical Management System Bar-Code Label Removal Sheet

Guidelines for MSDS and Off-site Chemical Shipments

Hazardous Material Transportation Manual Program Description

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Subject Area: ***Transportation of Hazardous Materials Offsite***

3. Packaging and Shipping Hazardous Material from Offsite to BNL

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

Applicability

This information applies to BNL staff and non-BNL who package and ship hazardous material (non-Materials of Trade [MOT]) from an off-site location to BNL. It does not apply to materials shipped by staff in the Isotopes & Special Material Group, Procurement and Property Management Division (Traffic Office), and Waste Management Division.

Required Procedure

BNL staff and non-BNL staff packaging and shipping hazardous material from offsite to BNL follow the steps below.

Step 1	Staff must not package and ship hazardous materials from offsite to BNL. Contact the Procurement and Property Management Division (Traffic Office) for assistance to either • Arrange to have the hazardous materials packaged and shipped through the off-site facility's shipping department; or • Obtain the services of a qualified broker, which will package and ship the hazardous materials to Brookhaven in compliance with all DOT and other applicable regulations. **Note:** The need to ship hazardous materials from an off-site location to BNL should be anticipated during the completion of the documentation covered under ES&H Standard 1.3.5, Planning and Control of Experiments, and ES&H Standard 1.3.6, Work Planning and Control for Operations, or an existing work permit. The preparation of the documentation is used to plan for the proper shipment of hazardous materials from an off-site location to BNL.
Step 2	Ship hazardous materials to U.S. Department of Energy c/o Brookhaven National Laboratory Bldg. 100, Receiving Upton, NY 11973 ATTN: Receiver's Name/Bldg/Room

	Note: These materials include hazardous material that is shipped by overnight shipper, i.e., Federal Express, DHL. Hazardous material is not to be shipped directly to the location of the Department/Division using it.

References

ES&H Standard 1.3.5, Planning and Control of Experiments

ES&H Standard 1.3.6, Work Planning and Control for Operations

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Brookhaven National Laboratory Materials of Trade (MOTs)*

Material Name	Hazard Class/Package Group	Maximum Quantity Per Package** (Container)	Packaging Requirements	Reportable Quantity, lbs
1,1,1-Trichloroethane	6.1/III	66 lbs/8gal		
AC-500	8/II	66lbs/8gal		
Acetone	3/II	66lbs/8gal		
Acetonitrile	3/II	66 lbs/8gal		
Flammable Compressed Gasses, including Acetylene (Dissolved), Butane, Hydrogen, Compressed, Propane	2.1	Cylinder <220 lbs or permanently mounted tank < 70 gal	Must be in government vehicle secured upright with cylinder cap on.	
Nonflammable Compressed Gasses, including Air gas, Compressed, Argon Gas, Compressed, Helium Gas, Compressed, Nitrogen Gas, Compressed, Nitrous Oxide, Oxygen, Compressed, Rare Gases and Nitrogen Mixtures, Compressed, Rare Gases, Mixtures, Compressed, Freon 22	2.2	Cylinder <220 lbs or permanently mounted tank < 70 gal	Must be in government vehicle secured upright with cylinder cap on.	
Ammonium Hydroxide (not more than 35% ammonia)	8/III	66 lbs/8 gal		
Asana XL Insecticide	6.1/III	66 lbs/8 gal		
Avid 0.15 Emulsifiable Concentrate	6.1/III	66 lbs/8 gal		
Banzel Herbicide	9/III if >250 gallons, if < 250 gallons not regulated	66 lbs/8 gal		
Battery (lead sealed)	8/III	66 lbs/8 gal		
Benlate Fungicide	4.1/III	66 lbs/8 gal		
Benzene	3/II	66 lbs/8 gal		
Biosperse 231	5.1/II	66 lbs/8 gal		
Biosperse 254	8/III	66 lbs/8 gal		
Biosperse 261T	5.1/II	66 lbs/8 gal		
Biosperse 3001	8/III	66 lbs/8 gal		
Bromine or Bromine Solutions	8/I	2lb/1pt		
Chloroform	6.1/III	66 lbs/8 gal		
Chloroform	6.1/III	66 lbs/8 gal		
Diesel Fuel	3/III	66 lbs/8 gal		
Drew 11-625 Cooling Water Treatment	8/III	66 lbs/8 gal		
Drew 2215 Cooling Water	8/III	66 lbs/8 gal		

Treatment				
Dry Ice (carbon dioxide solid)	9/III	66 lbs/8 gal		
Epoxies (Resins & Hardeners) See Table 1 for Specific Epoxies				
Ethanol/Ethyl Alcohol or Ethanol Solutions or Ethyl Alcohol Solutions	3/II	66 lbs/8 gal		
Gasoline	3/II	66lbs/8 gal	Metal or Plastic, as per 29CFR 1910.106(d)(2) or 1926.152(a)(1)	
Herbicides	6.1 need MSDS	Same as Pesticides		
Hexane	3/II	66 lbs/8 gal		
HTH (Dry Chlorine)	5.1/II or III	66 lbs/8 gal		
Hydraulic Oil if flash point >141 degrees F.	3/II or III	66 lbs/8 gal		
Hydrochloric Acid	8/II	66 lbs/8 gal		
Hydrofluoric Acid <60 % strength	8/II	66 lbs/8 gal		10
Hydrofluoric Acid >60% strength	8/I	2 lbs/1 pt		10
Hydrogen Peroxide <60 %	5.1/II	66 lbs/8 gal		
Hydrogen Peroxide >60 %	5.1/I	1 lb/1 pt		
Isopropanol or Isopropyl alcohol	3/II	66 lbs/8 gal		
Kerosene	3/III	66 lbs/8 gal		
Knox Out Insecticide	9/III	66 lbs/8 gal		1
KOH, Solid	8/II	66 lbs/8 gal		
KOH, Solution	8/II	66 lbs/8 gal		
Lime – A- Way	8/III	66lbs/8 gal		
Methanol	3/II	66 lbs/8 gal		
Methanol	3/II	66 lbs/8 gal		
Nitric Acid, <70%	8/II	66 lbs/8 gal		
Nitric Acid, > 70%	8/I	2 lbs/1 pt		
Nitric Acid, Red Fuming	8/1	2 lbs/1 pt		
Paint *including Paint, Lacquer, Enamel, Stain, Shellac Solutions, Varnish, Polish, Liquid Filler, and Liquid Lacquer Base*	3/I	1 lb/1 pt		
Paint *or* Paint-related Material (Latex)	8/II	66 lbs/8 gal		
Paint-related Material, *including Paint Thinning, Drying, Removing, or Reducing Compound*	3/I	1 lb/1 pt		
Perchlorates, Inorganic, n.o.s.	5.1/II	66 lbs/ 8 gal		
Perchloric acid <50% acid by mass	8/II	66 lbs/8 gal		
Perchloric acid >50%, but < 72% Acid by Mass	5.1/1	1 lb/1 pt		

Pesticides	6.1? need MSDS	Typical: Concentrated < 2.5 gal Moved; dilute = 125-160 gal moved		
Potassium Hydroxide	8/II	66 lbs/ 8 gal		
Propylene Glycol (see antifreeze)				
Sodium Hydroxide	8/II	66 lbs/ 8 gal		
Sodium Hyprochlorite Solution	8/II	66lbs/8 gal		
Spray/Aerosol Cans	2.1	Max 12 cans /vehicle	Includes WD-40, Zep, etc.	
Sulfuric Acid, Fuming	8/I	2lbs/1 pt		
Sulfuric Acid, Spent	8/II	66lbs/8 gal		
Toluene	3/II	66 lbs/8 gal		
Traffic Marking Paint	3/I	1 lb/ 1 pt		

*This list is a subset of those materials found in 49CFR 172.101 Hazardous Materials Tables, that are commonly transferred at BNL. To have a material added to this list, contact your Transportation Safety Department/Division POC or the Transportation Safety Officer.

** Quantities are based on per package weights/volumes, the total gross weight (includes package) of all MOTs on any, one vehicle cannot exceed 440 lbs.

Example 1), a MOT: Transporting 9 5-gal buckets of latex paint, each bucket weighing 45 pounds and 6 1-pt cans of paint thinner, each weighing 1 lb. The weight would be 405 lbs for the paint and 6 lbs for the thinner, or 411 pounds total, which is less than 440, the total gross weight. Twenty-nine additional pounds of MOT could be carried on that vehicle.

Example 2), not a MOT: Transporting 10 gal of hydrogen peroxide (<60% solution) in 5-gal containers, 1 gallon of hydrofluoric acid (>60%), and 1 cylinder (1A) of nitrogen gas. The weights would be 90 lbs for the hydrogen peroxide, 10 lbs for the hydrofluoric acid, and 200 lbs for the cylinder of nitrogen for a total weight of 300 lbs. This is not considered MOT because of the hydrofluoric acid, which has a limit of 2 lbs/1 pt. If, however, the solution of hydrofluoric was <60%, it could be MOT.

Table 1. Epoxies

Material Name	Hazard Class/Package Group	Maximum Quantity Per Package** (Container)	Packaging Requirements
EA 934 NA System Part A	Not Regulated		
EA 934 NA System Part B	8/II	66lbs/8 gal	
EA-40 Part A Resin	Not Regulated		
EA-40 Part B (hardener)	Not Regulated		
Epolite 5313 Epoxy Adhesive Hardener	8/I	2 lb/1 pt	
Epolite 5313 Epoxy Adhesive Resin	Not Regulated		
Epolite 5313 Epoxy Adhesive Resin	Not Regulated		
Epon Curing Agent	8/I	2 lb/ 1 pt	
Epon Resin	Not Regulated if < 119 gallons		
Epon Resin 826	Not Regulated		
Epon Resin 828	Not Regulated		
Epon Resin 871	Not Regulated		
Epon Resin SU-8	Not Regulated		
Epo-Thin Resin	3/1	1 lb/ 1 pt	
E-Z Lam A	Not Regulated		

Non-DOT Regulated Items

Anti-freeze	
Benlate 50 DF Fungicide	Marine Pollutant
Biosperse 240	
Biosperse 255	
Biosperse 288 Algistat	
Biosperse 3204	
Drax Ant Kill Gell	
Drew 2200 Cooling Water Treatment	
Hydraulic Oil	If flashpoint is >141 degrees F
Maxiforce Professional Insect Control Roach Killer Bait	
Motor Oil	If flashpoint is >141 degrees F
Roundup Herbicide	
Transformer Oil	If flashpoint is >141 degrees F
Vacuum Oil	If flashpoint is >141 degrees F

** Quantities are based on per package weights/volumes, the total gross weight (includes package) of all MOTs on any, one vehicle cannot exceed 440 lbs.

Subject Area: ***Transportation of Hazardous Materials Offsite***

DOT Materials of Trade (MOT) Hazard Classes

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

MOT includes materials that fall into the following DOT hazard classes:*	MOT excludes materials that fall into the following DOT hazard classes:*
Below quantities established in 49 CFR 173.6 Hazardous Material Table (see the BNL Materials of Trade [MOT] Exhibit). • Flammable and combustible materials • Corrosive materials • Flammable solids • Oxidizers • Organic peroxides • Poisonous materials At BNL certain "samples" may be considered MOT; contact your Hazardous Materials Subject Matter Expert for assistance.	In any quantity, • Explosives • Poisonous gasses (no poison by inhalation) • Spontaneously combustible material • Dangerous when wet material • Infectious substance (Etiologic agent) • Radiological Material • Hazardous Waste

Shipping hazardous materials in quantities greater than MOT in personal vehicles is prohibited.

* See the MSDS for information on the DOT hazard classification of the material being transferred, or contact either the Procurement and Property Management Division (Traffic Office) or the Transportation Safety Officer.

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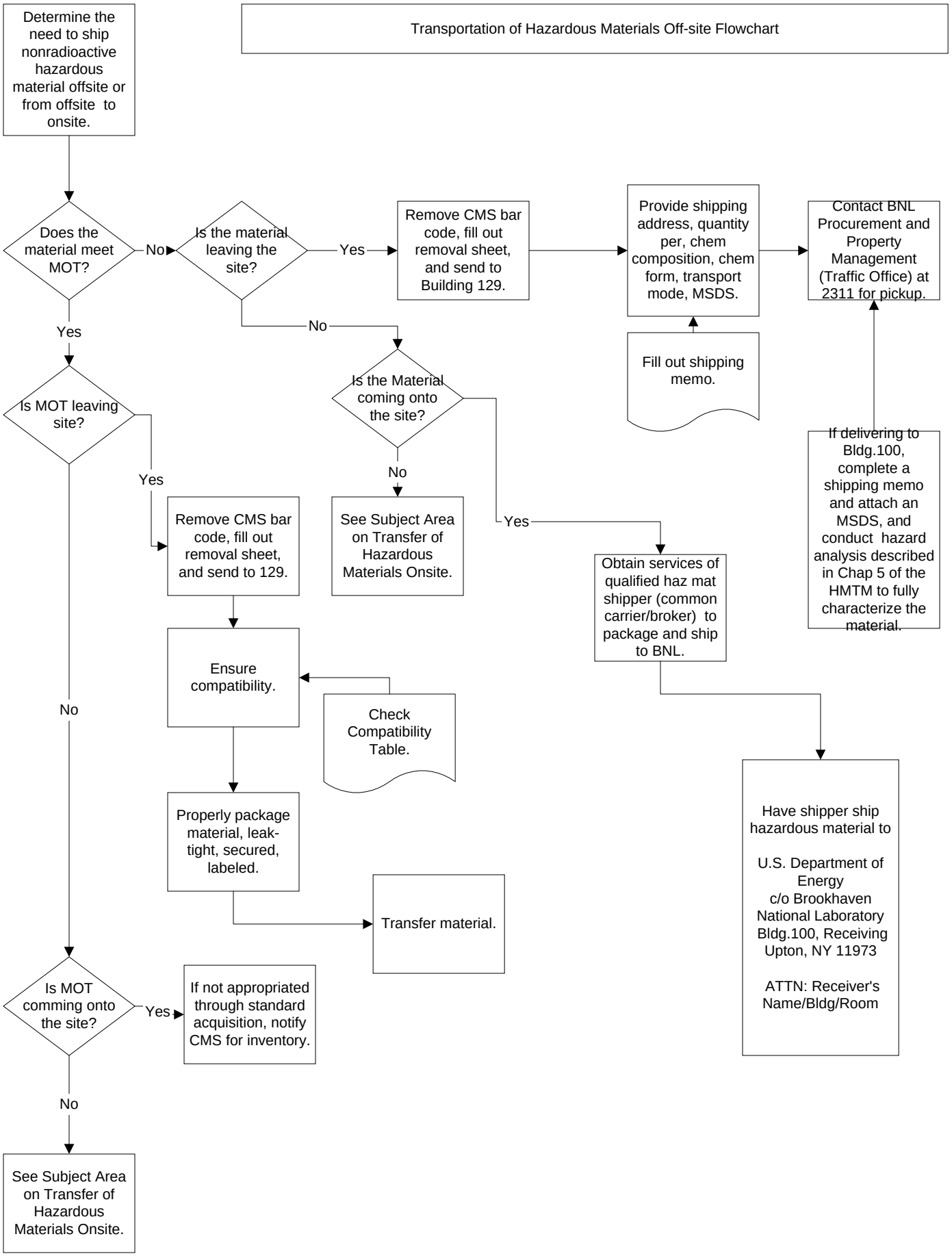
Transportation of Hazardous Materials Off-site Flowchart
Determine the need to ship nonradioactive hazardous material offsite or from offsite to onsite.
Does the material meet MOT?
No
Is the material leaving the site?
Yes
Remove CMS bar code, fill out removal sheet, and send to Building 129.
Provide shipping address, quantity per, chem composition, chem form, transport mode, MSDS.
Contact BNL Procurement and Property Management (Traffic Office) at 2311 for pickup.
Fill out shipping memo.
If delivering to Bldg.100, complete a shipping memo and attach an MSDS, and conduct hazard analysis described in Chap 5 of the HMTM to fully characterize the material.
Yes
No
Is MOT leaving site?
Is the Material coming onto the site?
Yes
No
Remove CMS bar code, fill out removal sheet, and send to 129.
See Subject Area on Transfer of Hazardous Materials Onsite.
Obtain services of qualified haz mat shipper (common carrier/broker) to package and ship to BNL.
Ensure compatibility.
Check Compatibility Table.
No
Properly package material, leak-tight, secured, labeled.
Transfer material.
Have shipper ship hazardous material to
U.S. Department of Energy
c/o Brookhaven National Laboratory
Bldg.100, Receiving
Upton, NY 11973
ATTN: Receiver's Name/Bldg/Room
Is MOT comming onto the site?
Yes
If not appropriated through standard acquisition, notify CMS for inventory.
No
See Subject Area on Transfer of Hazardous Materials Onsite.

Department of Energy
Department of Energy Brookhaven National Laboratory

Shipping Memo #_____

From:	**Brookhaven National Laboratory Building 100 Upton, NY 11973 631-344-2311**	**Ship to:**	

Project #:			**Activity #:**				
Authorized by:			**Department:**				
PO #:			**Buyer's Name:**				
Requested By:			**Date:**		**Receiving Report #:**		
Check one:	**PPD**	**Collect**	**Surface**	**Air**	**Method of Shipment:**		
Dept. Contact:			**Ext.**		**Matl. Location:**		
Does this shipment involve capital equipment? Check one: Yes _____ No _____			**No. of Pieces:**		**Gross Weight:**		

	Yes	**No**	**Date Matl. Received:**	**Shipping Clerk:**
Radioactive				
Possible Contamination				
Was RCD Contacted?				
	Yes	**No**	**Date Entered:**	**Date Shipped:**
Hazardous Materials				
Was RDC Contacted?				

Quantity	**Unit**	**Description**	**Unit Cost**	**Total**

Reason for Shipment:	
Justification for Premium Transport (refer to S&M SOP 171.4) &/or additional instructions:	

This material meets Department of Transportation Hazardous Material Regulations.

Subject Area: ***Transportation of Hazardous Materials Offsite***

Definitions: Transportation of Hazardous Materials Offsite

Effective: **June 2001**

Point of Contact: Transportation Safety Officer

Term	Definition
hazardous material	A substance that has been determined to pose an unreasonable risk to health, safety, and property when transported in commerce. A hazardous material includes hazardous waste and hazardous substances.
Materials of Trade (MOT)	Certain hazardous materials, when used in direct support of Brookhaven's business, may be transferred from one location to another by a staff member for his or her own use as Materials of Trade, i.e., hazardous chemicals or other hazardous material that will be consumed by a staff member's work. The regulations for transporting MOT are much less restrictive and are based on a quantity limit for specific Department of Transportation hazard classes. The BNL Materials of Trade (MOT) Exhibit provides the quantity limits for MOT commonly used at BNL that can be transported.
reportable quantity	The quantity specified in Table 1 of Appendix A to 49 CFR 172.101.
Transportation Safety Department/Division Point of Contact (POC)	Each Department/Division that has a need to ship or receive any radiological and/or hazardous material will have an established point of contact for transportation safety matters. The TSO or designee, TSWG members, and SMEs normally interact with organizational points of contact. These contacts are designated by the Department/Division management. Usually one of the following is identified as the contact: ESH&Q Representative or ES&H Coordinator. (The contact may also be an SME if training is obtained and maintained). The contact assists in determining transport requirements. If further clarification is needed, the TSO or a Transportation Safety SME is consulted.
Transportation Safety Subject Matter Experts (SMEs)	Staff designated as SMEs for transportation safety are trained and qualified in a specific area of expertise (e.g., radiological, hazmat, air transport). The TSO or designee, TSWG members, and POCs normally interact with Transportation Safety Subject Matter Experts. The SMEs are designated by the Department/Division management and approved by the TSO. The SMEs are expected to work in compliance with work planning and BNL transportation safety requirements.

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Subject Area: ***Transportation of Hazardous Materials Offsite***

Revision History: Transportation of Hazardous Materials Offsite

Point of Contact: Transportation Safety Officer

Revision History of this Subject Area

Date	Description	Management System
June 2001	This subject area covers the step-by-step process that BNL staff and non-BNL staff must follow to ship hazardous materials to off-site locations and from off-site locations to BNL. Shipment of hazardous materials offsite must adhere to commercial requirements, such as the International Air Transport Association (IATA) and Department of Transportation (DOT) requirements. All hazardous material shipments not designated as Materials of Trade (MOT) for offsite must go through the Procurement and Property Management Division (Traffic Office), to ensure that the shipment is made in compliance with all applicable regulations. Regulatory violations can and will result in civil and/or criminal penalties against the Laboratory, and/or the individual who ships the material.	Hazardous Material Transportation Safety

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